



## OVERVIEW

Recycling means the collection, separation and storing of recyclable materials and transfer, by selling or other means, of the materials to plants that will remanufacture them. Federal agencies are strongly encouraged to buy recycled products, such as office supplies and building materials. By purchasing recycled products, Federal agencies "close the loop," by ensuring that demand exists for the recycled materials from Federal buildings. Waste management and recycling programs developed and enforced by the GSA Regional and Building Recycling Coordinators greatly affect the amount of material Federal buildings recover from their waste streams.

<b>GSA Responsibilities</b>	<ul style="list-style-type: none"><li>■ Ensure that Federally-owned buildings servicing 100 or more associates, recycle where markets exist or local laws require.</li></ul>
<b>Regional Recycling Coordinator Responsibilities</b>	<ul style="list-style-type: none"><li>■ Build network of regional recycler contacts.</li><li>■ Report recycling results annually to the Central Office.</li><li>■ Perform market surveys.</li><li>■ Manage recycling programs.</li><li>■ Partner with other Federal agencies.</li><li>■ Guide and assist field operations.</li></ul>
<b>Building Management Recycling Coordinator Responsibilities</b>	<ul style="list-style-type: none"><li>■ Analyze contents of the waste streams.</li><li>■ Reduce building's waste stream.</li><li>■ Educate tenants and custodians to promote the recycling program.</li><li>■ Monitor and evaluate the programs.</li></ul>

## Recycling Laws, Regulations, Orders and Guidance

Citation	Topic
42 USC § 6901, et seq.	The Solid Waste Disposal Act, 1965
Public Law 98-616, 1984	The Hazardous and Solid Waste Amendments
Public Law 102-386, 1992	The Federal Facility Compliance Act ( <a href="http://www.em.doe.gov/ffcabb/ffcabill.html">http://www.em.doe.gov/ffcabb/ffcabill.html</a> )
40 CFR Parts 245, 246, 247	The Resource Conservation and Recovery Act, 1976 ( <a href="http://www.access.gpo.gov/nara/cfr/cfr-table-search.html">http://www.access.gpo.gov/nara/cfr/cfr-table-search.html</a> )
Executive Order 12873	Federal Acquisition, Recycling and Waste Prevention (superceded by Executive Order 13101) ( <a href="http://www.gsa.ene.com/nepa/executive_orders.htm">http://www.gsa.ene.com/nepa/executive_orders.htm</a> )
Executive Order 13101	Greening the Government through Waste Prevention, Recycling and Federal Acquisition ( <a href="http://www.gsa.ene.com/nepa/executive_orders.htm">http://www.gsa.ene.com/nepa/executive_orders.htm</a> )
Comprehensive Procurement Guidance GSA Order OGP 2851.1	Buying Recycled, GSA Affirmative Procurement Program ( <a href="http://www.gsa.gov/staff/c/ca/Directives/gsad.htm">http://www.gsa.gov/staff/c/ca/Directives/gsad.htm</a> )

## Further Information

- **PBS Environmental Hotline**  
(800) 379-6505 or e-mail [pbshotline@ene.com](mailto:pbshotline@ene.com)
- **GSA Home Page**  
<http://www.gsa.gov> - Search term "recycling"
- **PBS Environmental Programs Home Page**  
(GSA intranet users only)  
<http://insite.gsa.gov/pbs/environmental>
- **Global Recycling Network**  
<http://www.grn.com>
- **GSA PX National Web Page**  
[http://insite.gsa.private/\\_pbs/pm/special.htm](http://insite.gsa.private/_pbs/pm/special.htm)
- **GSA Internal Directives, Instructions and Handbooks**  
<http://www.gsa.gov/staff/c/ca/Directives/gsad.htm>
- **GSA National Capital Region's Recycling Web Page**  
<http://ncr.gsa.gov/recycle/>
- **GSA STAR (System for Tracking and Administering Real Property) Web Page**  
[http://insite.gsa.gov/\\_pbs/star/index.htm](http://insite.gsa.gov/_pbs/star/index.htm)
- **National Recycling Coalition**  
<http://www.nrc-recycle.org/>
- **Office of the Federal Environmental Executive**  
<http://www.ofee.gov/>

## RECYCLING "MARKETS" HEIRARCHY

- If contractors are willing to pay for recovered materials, GSA seeks the highest bidder.
- If all contractors are unwilling to pay for recovered materials, GSA will seek contractors who will take the recovered materials at no cost to the government.
- If all contractors are unwilling to take recovering materials at no cost to the government, GSA will pay a contractor to take recovered material, up to the amount it would cost to send the material to a landfill.
- If the contractor's charge for recycling exceeds the cost to landfill, GSA will landfill.



## TYPICAL BUILDING RECYCLING PROGRAMS

### Recycling in GSA Owned Buildings

#### **Recycling Collection Program Options**

The Regional Recycling Coordinator has a number of Recycling Collection program options which may include any of the following being separated from the rest of the building's waste stream depending upon the local laws and market.

- High-grade wastepaper
- All office paper- high-grade and mixed
- All paper- office paper, newspaper and cardboard
- All recyclable materials- paper, glass, aluminum and plastic
- All "dry" (non-food waste) materials

### Recycling in GSA Leased Buildings

GSA requires that lessors (servicing 100 persons or more) run a recycling program unless it is not economically feasible. Typically, such lessors manage their own programs entirely and realize all the economic benefits of their recycling efforts.

### Recycling in Delegated Buildings

Where GSA has delegated the operation, maintenance and management responsibilities of a GSA owned or leased building to another Federal agency, that agency is responsible for the recycling program. The delegated Agency may request assistance from the Regional Recycling Coordinator or request to have the delegated building be included in an existing DSA Regional wastepaper sales contract.